

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)

DMHAS HOUSING PROGRAM COORDINATOR – WC74745-1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.
Location: Administration – 55 W. Main St., Suite 410, Waterbury
Job Posting No: WC74745-1
Hours: 8:00 a.m. – 4:30 p.m. – Monday-Friday – 40 Hours Per Week
Salary Range: \$59,220.00 - \$73,697.00
Posting Date: October 23, 2015 – October 30, 2015

Eligibility Requirements:

1. Candidates must have **applied for and passed the Housing Program Coordinator exam** and **be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator's License. Incumbents in this class may be required to travel.

Duties: Manage the day to day operations and supervise staff of the WCMHN Housing Unit in the three WCMHN sites; Waterbury, Danbury and Torrington. Supervision includes scheduling, supervisory meetings, staff meetings, performance appraisals and filling in for staff as needed. Extensive travel among the three sites and state wide travel is required. Process housing financial assistance program referral applications, assists in managing budgets, program plans, contracts and revisions to ensure accuracy and conformity with statutory and other requirements/procedures; Manage housing referral applications, prepare and maintain a large volume of required forms, documents, charting and written correspondence; prepare new Housing Assistance Payment (HAP) Contracts, annual re-certifications, and respond to changes in household income and household composition; conduct move-in, move-out and emergency apartment inspections applying HUD Quality Standards (HQS); assist clients with locating, securing and retaining housing; ensures the utilization of Housing First Principles, enter required data in the Homeless Management Information System (HMIS) for all HUD grants; respond to and/or trouble-shoot a wide range of housing related issues/matters reported by landlords, tenants and case managers; assists in creating new reports and/or prepare existing reports as required and/or requested on a monthly/quarterly basis; possess computer literacy skills and ability to use Microsoft Office Word and Excel programs; Assist in gathering information for the grant new and renewal applications through the Continuum of Care (CoC) and Notice of Funding Availability (NOFA) process; participate in Continuum of Care (CoC), Coordinated Access, Point in Time Count, housing and homeless related activities, initiatives, and mandates. Attend various meetings, conferences and trainings; provide housing related consultation and technical support to network providers as needed; performs other related duties as assigned.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas - Employment Opportunities

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates=Housing Program Coordinator** - must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

Email: Julie.Roy@ct.gov
OR
Fax: (203) 805-6440

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (P-2)